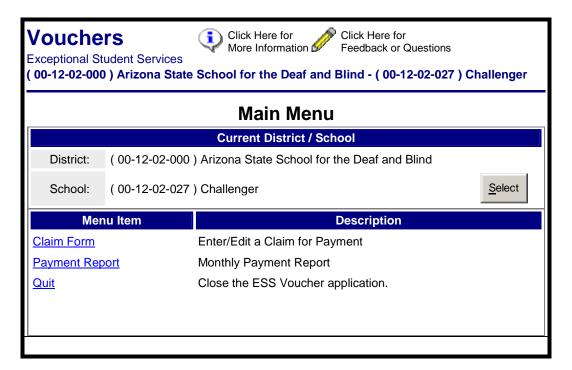
## **Instructions for On-Line Voucher Application**

Direct questions to: Lori Damanti (602) 542-3303 Idamant@ade.az.gov

For assistance with technical matters related to the on-line voucher application contact the Regional Training Center in your area.

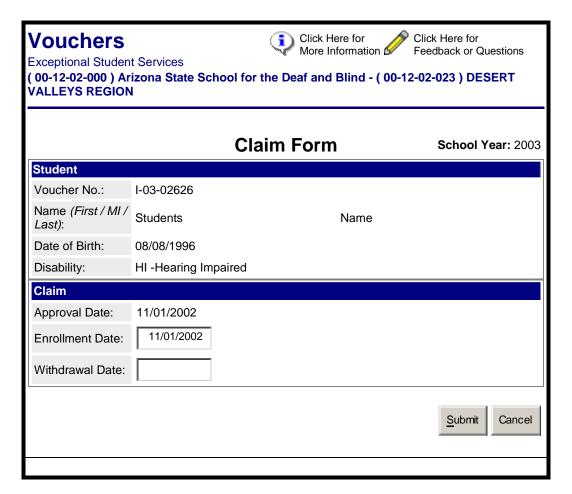
Northern Arizona RTC (888) 394-1377 San Simon RTC (866) 830-5128 Tempe RTC (480) 965-3366 Tucson RTC (520) 225-4959

- Access the Arizona Department of Education's Common Logon Web Site http://www.ade.az.gov/commonlogon/Login.asp?Mode=Logon.
- Enter User Name and Password and Click "Continue".
  Note: Contact Lori Damanti if you do not have a Common Logon Account.
- Click on ESS Vouchers.
  Note: Contact Lori Damanti if ESS Vouchers is not included in the list of applications
- Click on "Select" and choose a school.



**Claim Form:** use this link to enter enrollment and/or withdrawal dates for approved students who have a change in enrollment. Note: all claim forms must be submitted by the 10<sup>th</sup> of every month in order to be processed that month. Any claims submitted after the 10<sup>th</sup> of the month will be processed the following month.

- Click on "Claim Form".
- Click "ALL" to receive a full list of all students who have approvals, or search by voucher number, students name, or first letter of their last name.
- Click on the blue Voucher Number in front of the student's name.



- Enter date that the student enrolled in educational services at your facility and/or the date that the student withdrew.
  - Note: Date format: MM/DD/YYYY
- Click "Submit".
- Continue entering enrollment/withdrawal dates for each approved student with changes to their enrollment.

Payment Report: use this link to view and/or print your payment reports.

- Click on "Payment Report".
- Click on "Print".

**Quit:** Use this link to leave the ESS Voucher application and return to the Common Logon application access menu.

• Click on "Quit".